



PURCHASE ORDER
OFFICE OF CIVIL DEFENSE - REGION 3

Entity Name

Supplier :	KFM GENERAL MERCHANDISE	P.O. No. :	2019-12-002
Address :	BLOCK 10 LOT 6 PERPETUAL HEIGHTS SUBD, SINDALAN CSFP	Date :	11 December 2019
TIN :	421-396-314-000	Mode of Procurement :	NP 52.1b (Shopping)

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	OCDRO III, Maimpis, CSFP	Delivery Term :	_____
Date of Delivery :	5 Day upon Receipt of Purchase Order	Payment Term :	30 Days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Supply and Delivery of Office Supplies and Other Materials for the 30th SEA GAMES 2019 (Outsource Procurement)					
1	box	Veillum Paper, Letter Size (10pcs/pk)	200		
2	roll	tape masking, 48mm	20		
3	pcs	ballpen, black	500		
4	pcs	sign pen, black, 0.5mm, liquid gel	200		
5	pcs	marker, permanent, broad, black	80		
6	pcs	marker, permanent, broad, blue	80		
7	pcs	marker, permanent, broad, red	80		
8	pcs	marker, whiteboard, black	100		
9	pcs	marker, whiteboard, blue	100		
10	pcs	marker, whiteboard, red	100		
11	ream	Paper, multi-purpose, A4, 70 gsm	300		
12	pcs	stapler, standard	20		
13	pc	stapler, heavy duty	5		
14	box	staple wire, standard	50		
15	box	staple wire, heavy duty	10		
16	box	fastener, plastic, 50 sets/bx	25		
17	box	pencil, lead, w/eraser 1 doz/bx	50		
18	pcs	Folder, pressboard, A4 size, 100 pcs/box	3		
19	pcs	Correction Tape	45		
20	pad	Sticky Notes, 2x1.5	50		
21	pad	Sticky Notes, 3x4	50		
22	pair	Scissors	30		
23	pcs	Pencil sharpener, 1 pc in individual plastic case	10		
24	pck	Folder, pressboard, A4 size, 100 pcs/box	5		
25	pc	White Board 60cm X 90cm	5		
26	bot	Ink, black	20		
27	bot	Ink, colored	20		
28	pcs	Ring binder, 2-ring, 2.5" thickness, A4	15		
29	pcs	Ring binder, 2-ring, 2.5" thickness, Legal	10		
30	pc	Certificate holders (Letter Size)	1,000		
31	box	PAPER CLIP, 50MM, 100 pieces per box	200		
32	box	CLIP BACKFOLD, 19mm	130		
33	box	CLIP BACKFOLD, 25mm	120		
34	box	CLIP BACKFOLD, 50mm	115		
35	box	CARBON FILM-LEGAL	30		
36	box	LAMINATING FILM LONG SIZE 125MIC/100PCS	5		
37	pcs	FLASH DRIVE, 16 GB	50		
38	pcs	DATA FILE BOX	30		
39	pcs	All Purpose Glue Stick 6g	100		
					538,000.00

40	unit	FACSIMILE MACHINE	2
41	pcs	Rectangular Storage Box 50L (Black)	30
42	pcs	Lever Archfile Folder horizontal Long (Black)	150
43	pcs	Lever Archfile Folder vertical Long (Black)	100
44	pcs	Whistle	350
45	pcs	Flashlight	350
46	pcs	Certificate (Frames)	350
47	pcs	Heavy Duty Office File Document Storage Box (Legal)	30
48	pcs	Extension Cord With Voltage Surge Protector (3 meters)	6

Delivery Site: **OCDRO III, DMGC, Maimpis, City of San Fernando, Pampanga**

Delivery Schedule: **Five (5) Days Upon Receipt of Notice to Proceed (NTP)**

Payment: Must Accept **SEND BILL** Policy as Payment

538,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


JOSEPH DWIGHT MUNAR
 Signature over Printed Name of Supplier

12-11-19
 Date


Very truly yours,


DIR. MARLOU L. SALAZAR

Signature over Printed Name of Authorized Official
 REGIONAL DIRECTOR
 Designation

Fund Cluster :

Funds Available :


LISA FABILIAR-JUCO
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount :